

## **VILLAGE CLERK-TREASURER**

**NATURE OF WORK:** This job description is intended as an illustration of the various types of work performed by this position. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, a logical assignment of position, or a of an imminent nature.

**PURPOSE OF POSITION:** Perform the duties prescribed by state statutes and keep records of all Village business. Perform election duties, administer the Village treasury which involves the collection, custody, investment and disbursement of municipal funds.

### **DUTIES INCLUDE, BUT NOT LIMITED TO:**

1. Keep municipal office open Monday thru Friday from 8:00 a.m. to 3:30 p.m., exclusive of holidays
2. Meetings:
  - a. Compile agendas for all board meetings and committee meetings
  - b. Attend all meetings and keep accurate minutes of all meetings
  - c. Prepare information for board/committee members, so informed decisions may be made
3. Utilities:
  - a. Prepare meter reading sheets for public works
  - b. Review all readings, paying attention to unusual readings and report those
  - c. Enter all readings into the computer
  - d. Generate bills, sort, mail
  - e. Keep records of changes and enter into computer
  - f. Make necessary adjustments in readings and bills
  - g. Accept payments
  - h. Keep up to date on PSC requirements for billing
4. Property Taxes:
  - a. Get necessary information to county treasurer on time so that tax bills may be generated in a timely manner
  - b. Go to county get tax bills, sort, and mail
  - c. Collect tax payments until January 31 of each year
  - d. Make accurate records of building permits for the assessor
  - e. Pay school districts their share of tax collections
  - f. Figure mobile home taxes and pay appropriate agencies
5. Budgeting:
  - a. Prepare budget worksheets for board members
  - b. Compile all needed information for budget
  - c. Help board members with figuring what will be needed in the next year, in the different departments
  - d. Figure mill rate based on amount needed for Village operation
6. Cemetery:
  - a. Keep records of all lot sales and burials

- b. Sell cemetery lots
  - c. Notify local funeral homes when any prices, etc. change
  - d. Keep records of veterans
- 7. Licenses:
  - a. Get liquor license applications out to businesses the end of April
  - b. Prepare list of applications for publication in paper
  - c. Take applications for liquor licenses, cigarette, operators, and amusement licenses to board for approval
  - d. Take applications for operators licenses and issue a provisional license
  - e. Do background checks
  - f. Fill in all licenses, collect fees, and distribute licenses before July 1
  - g. Distribute dog licenses in December and January
- 8. Work with engineers and contractors when committee chairpersons are unavailable
- 9. Payroll:
  - a. Do payroll for employees every two weeks
  - b. Maintain all payroll records
  - c. File required state and federal payroll reports monthly, quarterly, and annually
  - d. Make necessary payroll deductions
  - e. File required retirement reports
- 10. Record all rain and snowfall amounts and report to National Weather Service
- 11. Keep office clean
- 12. Elections:
  - a. See to that all notices are published as required by law
  - b. Maintain list of absentee voters
  - c. Mail and record and absentee ballots
  - d. Be sure there are adequate supplies of ballots
  - e. Set up voting booths
  - f. Be in the office all day on election day
  - g. Oversee the counting of ballots and help if needed
  - h. Deliver ballots to county on the night of election
- 13. Sell garbage bags to residents and businesses and maintain record of receivables
- 14. Make necessary deposits and keep accurate records of the Villages 20+ accounts
- 15. Handle all Village correspondence
- 16. Review assessment roll for accuracy and be on the Board of Review, being sure that one member has the required training
- 17. Compile all the necessary paperwork for loans and grant applications
- 18. Write some grants
- 19. Act as Notary Public
- 20. Maintain all office equipment in good working order
- 21. Keep office supplies on hand
- 22. Maintain the listing of resident addresses
- 23. Maintain supply of garbage bags and recycle bins

24. Be on the alert for any building/remodeling being done in the Village and report to Zoning Administrator

#### PHYSICAL DEMANDS OF POSITION:

The demands are representative of demands that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform essential functions.

1. Standing, walking, sitting, and stooping
2. Kneeling, crouching, balancing, and bending/twisting
3. Reaching, feeling, talking, and hearing
4. Far vision at 20 feet or further and near vision at 20 inches or less. Vision corrected to 20/20
5. Handling, grasping and fingering; filing, typing, writing, etc.
6. Lifting, carrying, pushing/pulling up to 40 lbs. or less

#### WORK ENVIRONMENT:

1. Inside office environment
2. Noise level is usually moderate
3. Exposure to atmospheric conditions, such as dust and poor ventilation
4. Listens to emotional, sometimes angry citizens and public

#### EQUIPMENT USED:

1. Computer, calculator, copy machine, fax machine, typewriter, telephone, automobile

#### EDUCATION/LICENSES/CERTIFICATION REQUIREMENTS:

1. Valid Wisconsin driver's license
2. Ability to participate in various seminars and education programs to enhance knowledge of new laws and regulations as required

#### LANGUAGE SKILLS:

1. Skill in establishing and maintaining effective working relationships with Village officials and the general public
2. Listening skills and patience in dealing with citizens who may be upset, unhappy or confused
3. Ability to effectively communicate answers to citizens questions regarding taxes, permits, licenses
4. Ability to compile clear and concise reports and research

#### MATHAMATICAL SKILLS:

1. Add, subtract, multiply and divide all units of measure

2. Perform the four operations with like common and decimal fractions
3. Computer ratio and percent
4. Draw and interpret bar graphs and charts
5. Perform arithmetic operations involving all American monetary units
6. Collect and disburse cash in an effective manner

REASONING ABILITY:

1. Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
2. Interpret a variety of instructions furnished in written, oral diagrammatic or schedule form
3. Ability to satisfy customer inquiries
4. Possess flexibility to perform a variety of duties as may be assigned